

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 14-03

October 28, 2013

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Oversight and Management of the Usage of POV and Leased Vehicles

OM-03-98 announced steps to be taken in order to ensure proper oversight and management of the GSA leased car program in the Field. Pursuant to the Inspector General's Audit of Agency Leased Vehicles (OIG-AMR-38-03-01), the Agency agreed to evaluate leased vehicle utilization on an annual basis and eliminate vehicles that do not meet minimum guidelines as set forth in OM-03-98. OM-05-04 announced the annual review of all Regional/Subregional offices' utilization of each leased vehicle in its possession. Pursuant to OM-05-04, each Region should complete and return, via email, to Deputy Assistant General Counsel Richard Bock by November 29, 2013, the attached survey for each vehicle in the Region's possession. In the event a Region is unable to justify keeping a vehicle, the vehicle must be returned to GSA by January 13, 2014.

In order to keep track of the Agency's fleet of GSA vehicles, Regions should notify Safety Officer Andrew McDonald of the Facilities and Property Branch each time a GSA vehicle is to be turned in for a different vehicle. The Region should provide the make, model, year and vehicle identification number of both the vehicle being returned and the replacement vehicle. Each Region should work with their GSA representative to select the vehicle most suitable to meet our mission and which represents the best value in accordance with Federal Management Regulations. The Facilities and Property Branch will review each Regional vehicle request at <http://drivethru.fas.gsa.gov/drivethru/drivethru/> which is a secure website. All such vehicle requests will be considered jointly by the Facilities and Property Branch and Division of Operations-Management. Whenever possible, Regions must request hybrid or alternate fuel vehicles to replace vehicles being returned.

OM 05-04 also announced a review of the use of POVs for official travel and leased vehicle usage, and reports on operator packets from eleven randomly selected Regional/Subregional offices. Regions will be notified by a separate email if they have been randomly selected to submit these records for FY 2013.

If you have any questions regarding this matter, please feel free to contact Deputy AGC Richard Bock or myself.

/s/
A.P.

cc: NLRBU

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